

7 DEC 1982

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

Director of Information Services

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SUBJECT: DCI's Annual Report to Congress

REFERENCE: DDA multiple addressee memorandum dated  
17 November 1982; Same Subject (DDA 82-2729/1)

1. In response to the above referenced memorandum, the paragraph contained in the accompanying attachment is submitted for inclusion in the DCI's Annual Report to Congress.

2. If there are any questions, please call me or my Executive Officer, OIS,

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Attachment:  
As stated

EXO/OIS  (6 Dec 1982)

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Distribution:

- Original - Addressee w/att
- 1 - Each Division Chief w/att
- 1 - D/OIS Subject w/att
- 1 - D/OIS Chrono w/att

# CONTRIBUTION TO THE DCI's ANNUAL REPORT TO CONGRESS

The Office of Information Services ceased its internal Agency systematic classification review functions as permitted under the provisions of Executive Order 12356. However, it still provides support for systematic review functions which have been continued by other Government organizations. The Office continues to be involved in the processing of over 3,000 requests from the public under the Freedom of Information and Privacy Acts and the mandatory classification review program. The Office also is installing a word processing system to improve efficiency in responding to pertinent laws and Executive orders and eventually to provide electronic coordination with the Office of General Counsel, the Inspector General, and other Headquarters components. In addition, the Office is developing an Agency-wide electronic document accounting system that is expected to lead to the improved control of information and the networking of component registries.

17 NOV 1982

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
Special Support Assistant to the DDA  
Career Management Officer, DDA  
Equal Employment Opportunity Officer, DDA  
Chief, Safety Staff, DDA  
Management Staff, DDA

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirement for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs. You may recall that major portions of our report were incorporated in the DCI's 1981 report.

2. It is requested that each of you submit your contribution to us by COB 8 December so that we can incorporate these submissions in a directorate-wide response. As with last year's report, your contribution should cover the following points: component overview, performance highlights, relations with consumers/customers, future research and development plans, and present/projected resource needs. The period to be covered by your report is the 1982 calendar year.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1981 along with the DCI's memo to NFIB Program Managers and a copy of the remarks he made to our employees on 21 October.

4. If you have any questions or require additional information, please contact  Executive Officer, DDA,

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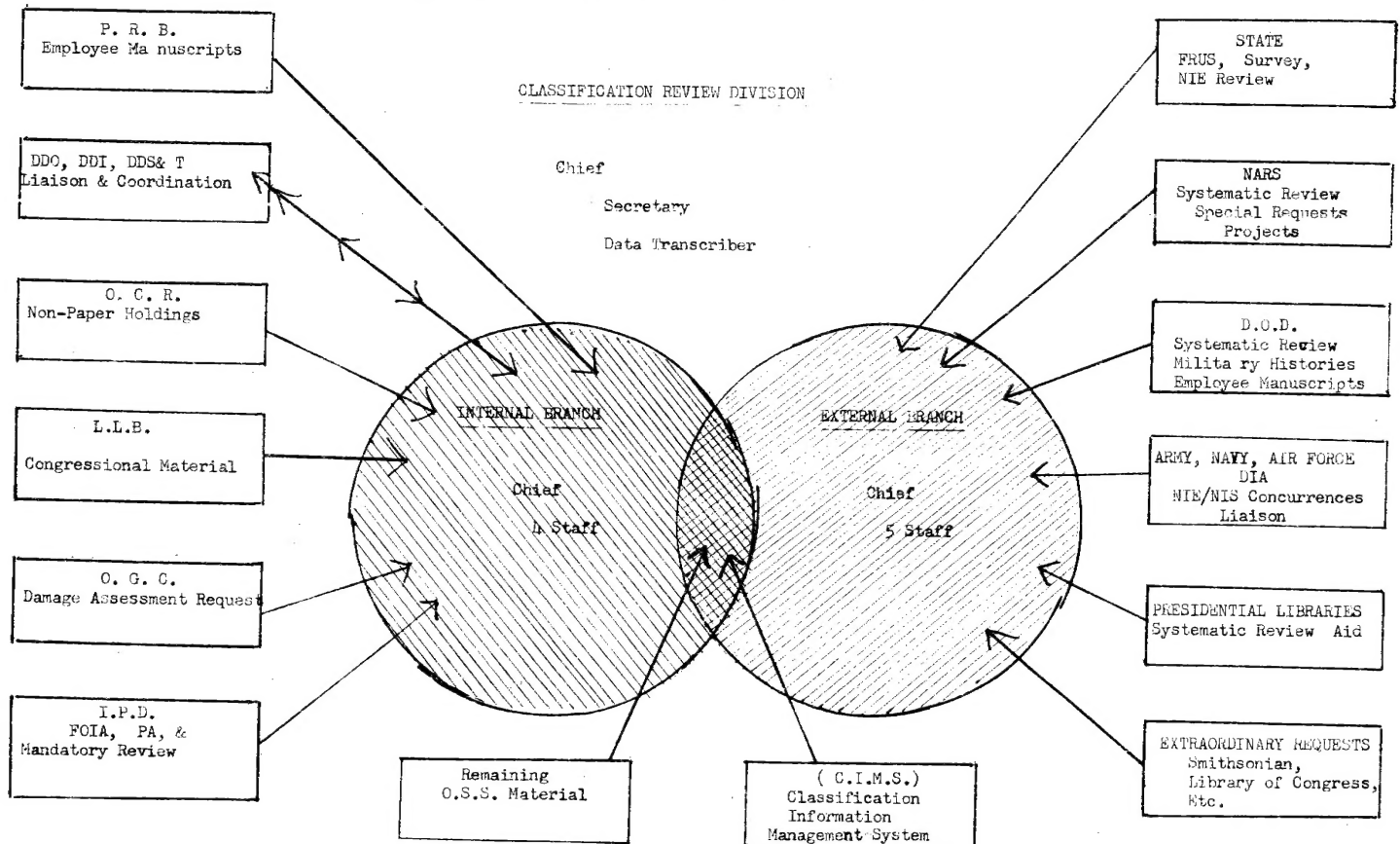
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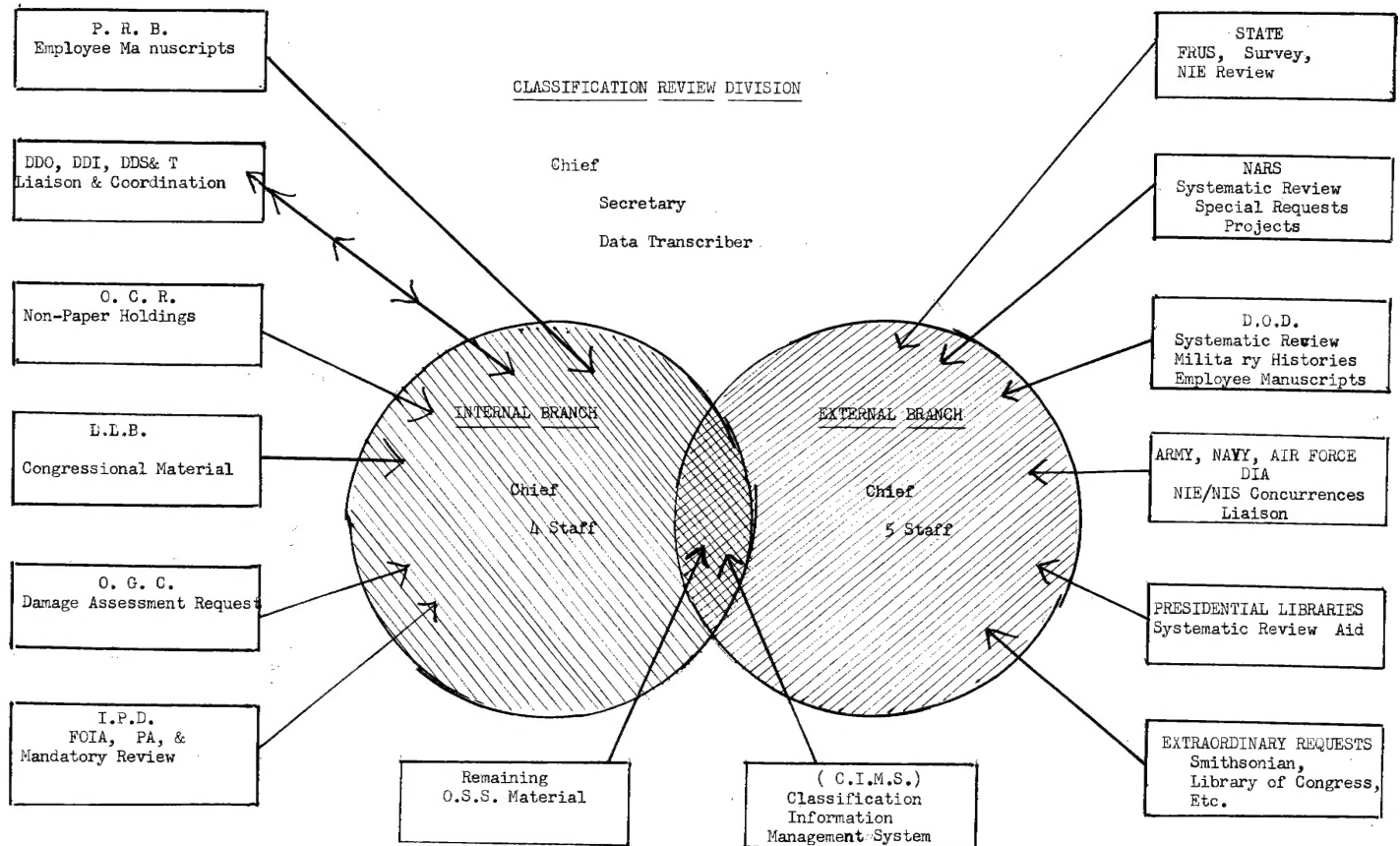
Harry E. Fitzwater

Attachments

SECRET

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN OTHERWISE





25 October 1982

1. Reorganization

Dropped from 32 to 14 slots

Two branches because:

Administratively have better control over the work  
Internal or non-official review is different for employee manuscripts  
System has been working well  
Review work is given to the best qualified

Workload:

Keeping busy

We do not generate work but must wait for it to come to us  
OSR material good for transitional period - should take at least 6 mos  
CMS, if flies, will help  
 Mandatory review would also help

2. Classification Review Support:*Coordination*

Presidential Library visits

3 visits, 6 weeks total of 2 persons each

Mutually educational, appreciated by Library personnel

No funds budgeted for FY 83 but we would like to continue visits

Would keep our presence there for any problems

Other Libraries will be coming on line (Johnson has 5 times Truman material)

*Guidelines*4500 down  
19,000 fgs*Coordination to*  
Review Support to Other Agencies:

Other agencies suffered cutbacks too

They do maintain a systematic classification review program

But volume of work down

Again positive as keeps our presence there

We come to mind and get questions and problems

Spills over to coordination of review actions as with State

We are also called upon for review work such as:

Smithsonian

Library of Congress

FDR Library 6 ft

U.S. Army Vietnam records and Johnson manuscript

60,000 linear feet

3. Classification Information Management System:

Basic Objective

Our requirements have been refined

Input forms have been designed and tested

We have difficulty in development because we are trying to graft our  
 system onto the PRE system

Approved For Release 2008/01/09 : CIA-RDP93B01194R001100150003-0

THE RESULTS OF CIA'S SYSTEMATIC  
CLASSIFICATION REVIEW PROGRAM

3. Systematic Classification Review

Program has ended

Over the 5 yrs:

23,000 ft orig  
perm rls

3,000 cu ft reviewed

2% declassified

20,000 remain

Average of 20 reviewers

4 IAs

Cost 6.5 mil

\$2200 per ft

DARE records all the actions

400,000 entries

When + if there is a new syst. rev. prog:

We will know what records have  
been reviewed

We will know which records have  
a higher declass rate - not many

We will have a solid basis for  
predicting what to expect  
from a new program



SeptAug

21,834 Pres Lib

24,066 OSS

14,030 OSS

33,221 OSS

36,783 OSS

23,589 OSS

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153,523

18,903 OSS

22,777 OSS

745 NARS

547 NARS

18,873 OSS

694 NARS

14,501 OSS

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77,040July

29,548 OSS

2,233 CIA

23,558 OSS

19,950 OSS

38,58 CIA

6,063 CIA

8,727 OSS

28,045 CIA

17,264 OSS

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192,352

OSS - 152,153 80%

CIA - 40,199 20%

O - Scheduled  
X - Actual

1 of 2

Oct 1982

Office: Office of Information Services

Objective Statement: Maintain and refine the capability for review in a timely, consistent manner of Agency information as required by Executive order and Agency regulation.

Responsible Officer: \_\_\_\_\_

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review 150,000 pages per month in systematic review program.		O				O			O		O	*
Complete review of OSS permanent records.											O	**
Obtain DCI's certification of documents input to DARE in CY81.					X	O			*Jul 192,000 pgs, of which 80% were OSS Aug 77,000 pgs, all OSS and review at NARS Sep 153,500 pgs, all OSS and review at Presidential Libraries			
Inventory and commence review of non-paper records holdings.		O		X					**All permanent OSS records reviewed except for 529 archives boxes (176 cu ft) of a chrono file (Job 56-20) which was left to the end because of controversy over whether it should be considered a permanent record. CRD staff reviewers, who were briefed and trained by the OSS review team, will review Job 56-20.			
Arrange for visits of teams of Presidential Libraries.						O						
Provide guidance to NARS for review of unmarked, sensitive documents.		O				X						

O - Scheduled  
X - Actual

Office: Office of Information Services

Objective Statement: Maintain and refine the capability for review in a timely, consistent manner of Agency information as required by Executive order and Agency regulation.

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare a proposal for the systematic classification review program.						O	X					
Refine NARS' future requirements for support and establish procedures for the review of State's supplemental documents to FRUS.						X						
Complete review of the 1951 and 1952-54 volumes of FRUS.			O		X							
Establish procedures for the review of the 1955-57 FRUS volumes.						X						
Continue to refine manuscript review procedures.									O			

X - Actual

Office: Office of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive order.

Responsible Officer: \_\_\_\_\_

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish an Initial Branch in IPD.			X									
Automate more of IPD's routine procedures												0
Revise _____						0						0
Revise the Agency rules and procedures for administering the Freedom of Information and Privacy Acts as promulgated in the Federal Register.						0						0
Update the FOIA/PA course curriculum.						X						

Office: Office of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive order.

Responsible Officer: \_\_\_\_\_

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Hold an Agency-wide symposium on changes in the methodology for processing requests.						8						
Enhance IPD's DECAL system.											0	

Office: Office of Information Services  
 Objective Statement: Continue to develop and maintain a records management program.  
 Responsible Officer: \_\_\_\_\_  
 Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
 Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop capability to periodically audit component registry and records management practices.									X			Ø
Complete the Headquarters records review.												Ø-----0 (June 1983)
Develop TRIS planning paper in cooperation with ODP.									X			Ø
Develop plan for ADP and audiovisual records programs.									Ø-----Ø			Ø
Study and make recommendations for information handling procedures in the Office of Personnel file room.												Ø
Complete Phase I and begin Phase II of RAMS.												Ø

X - Actual

Objective Statement: Continue to develop and maintain a records management program.

Responsible Officer:

Responsible Officer:   
 Significant Funding Amount: \$  FY

Date Submitted: 1 December 1981

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X - Actual

Office: Office of Information Services

Objective Statement: Develop a uniform numbering system for all HR's and FR's.

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Reconcile the HR and FR numbering system.			0									
Forward to DDO the renumbered FR's for approval to publish.				0								
Prepare FR's for Printing and Photography Division processing for reissuance.							0					
Review FR page proofs received from Printing and Photography and verify.										26		
1/ Distribution of the FR's, as appropriate.											36	
Please see attached sheet for explanation of footnotes.												



Notes:

1/ Planned distribution of these FR's was put back to the first quarter FY 1983 in March 1982. This was due to the delivery of NBI word processing equipment to RCD during the second quarter of FY 1982 with the attendant training and learning process plus an increased workload that required a short modification of work planning. In addition during FY 1982 third quarter, RCD's planning was further disrupted because of the unexpected difficulty that P&PD experienced in providing accurate page proofs on the FR's. The RCD editors, after reviewing page proofs for verification, found it necessary to send these back to be corrected. In many instances it took two, three, and four series of page proofs before the editors could verify the copy as accurate. Considering the volume involved, this added considerably to the workload of the editors.

2/ The modified objective to get all FR's to P&PD for page proofs has been met.

3/ Distribution of the FR's now scheduled for first quarter FY 1983 is considered feasible. Page proofs for more than 2/3 of the FR categories already have been verified as accurate by RCD editors. P&PD has gained experience in handling this project and periodic meetings between RCD and P&PD to focus on difficulties has resulted in a major improvement in the P&PD page proofs.